

RECYCLING SUPERVISOR

PURPOSE AND NATURE OF WORK

Position is responsible for development and implementation of new solid waste recycling projects as well as supervision of existing programs, with the objective of economically reducing the volume of municipal solid waste requiring disposal. Incumbent works under the direction of the Environmental Quality Manager and has supervisory responsibility for compost facility personnel and Recycling Specialists.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Ensures an adequate and accurate database for measurement of recycling program performance is established and maintained. Reviews reports to environmental regulatory agencies prior to submittal for accuracy and timeliness. Administers contractual arrangements for collection, transportation and sale of recoverable materials as well as grant application and expenditures in the area of recycling. Develops and implements litter awareness, prevention, and cleanup projects/programs for area citizens. Supervises and participates in activities in all areas of solid waste reduction, including activities promoting participation in recycling.

Contacts heads of households in newly annexed areas, informs them of recycling program, provides bins, and coordinates these contacts with the Environmental Services Supervisor.

Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of the biological, physical, and regulatory requirements of composting and storm water runoff treatment.

Thorough knowledge of the City-Parish ordinances governing collection, recycling and disposal of solid waste.

Thorough knowledge of contracts between the Consolidated Government and others concerning collection, transportation and marketing of recovered materials.

Knowledge of state and federal environmental regulations affecting solid waste collection, recycling and disposal, and relevant litter laws and regulations.

Ability to conduct analyses of recycling effort performance, material availability and marketability.

Ability to plan, assign, and supervise the work of subordinate staff.

Ability to establish and maintain persuasive and effective working relationships with employees, regulators, contractors and the general public.

DESIRABLE TRAINING AND EXPERIENCE

Completion of a four year college program in a natural science related field, marketing, or public relations, and significant experience in developing and conducting a municipal recycling program, including composting yard waste and treating runoff.